

INDEXING INTRODUCTION

What is Indexing?

- The Church of Jesus Christ of Latter-Day Saints serves as a conduit for converting historical/genealogical records from around the world into digital images. All types of sources – birth and death records, census records, marriage applications and licenses, wills, deeds, military records, etc. – are photographed, created into digital images and stored indefinitely.
- Volunteers (Indexers) transcribe these digital images which are then made searchable online.
- As Web indexing is done through the Internet, FamilySearch can greatly expand its capabilities, allowing for indexing opportunities to be available throughout the world.

Who Can Index?

- Just about anyone. You must be at least 13 years old and have a FamilySearch.org account. Children ages 8 to 12 can create an account with parental/legal guardian permission.
- A volunteer does not need to be a member of the Church of Jesus Christ of Latter-Day Saints.
- When you index, you are the only one indexing that batch. After you submit the batch, it is available to a Reviewer who carefully checks for accuracy.
- Upon 1,000 records indexed, the program automatically clicks the indexer in as a Reviewer and on the Find Batches page, the Review tab is visible.

What's Required to Index?

- Internet connectivity
- A desktop computer, tablet, laptop, and/or chromebook. The program wasn't designed to be used on a phone. But some people with large screen phones and a lot of patience manage to do it.
- Willingness to learn. Ability to set aside time from daily activities. Indexing does not require a specific time commitment – whatever your schedule permits.
- A desire to help others find records of their ancestors.
- A FamilySearch account. To create a free account, go to <https://familysearch.org> and click Create Account.

Ready to Start?

- Sign into FamilySearch.org with your account (if you just set up a new account, write down your name and password and keep in a safe place). Next, hover your mouse over “Indexing” on the toolbar. Click “Web Indexing” at the drop down.



- The first page you see after clicking “Web Indexing” is the “My Batches” home page. Click the wheel icon beside the “My Batches” title. Click “Edit Preferences”

My Batches

Find Batches

- Select Preferences. Click and “Save and Exit”. You can go back and change your preferences at any time.
- If you have a background in a foreign language, YOU are needed and appreciated!

Let’s Load a Batch

- A batch is a collection of digital images of the records of a specific project. A batch can contain anywhere from 1 to 50 or even more images to be indexed. Each project contains a finite number of batches. The percentage of batches indexed and reviewed are noted underneath each project name.
- Click the “Find Batches” button on the “My Batches” page.

Find Batches

Sort By: Least Complete

Refine Results

Activity

Indexing / Review

Search

ALL FAVORITES

Difficulty Level

☒ Beginning

☒ Intermediate

☒ Advanced

Language

English

Search Reset

Search Results (48 Total)

Batches to Check Out 1

Liberia—2008 Census [Part J]

English | Beginning

Indexed 0%

Reviewed 0%

Index

Review

US, Virginia—Marriage Records, 1853–1935

English | Intermediate

Indexed 6%

Reviewed 1%

Index

Review

US, Wisconsin—Pre-1907 Death Records, 1860–1907

English | Intermediate

Indexed 35%

Reviewed 18%

Index

Review

South Africa—Reformed Church Records, 1856–1988

English | Advanced

Indexed 0%

Reviewed 0%

Index

Review

- In the grey box on the left margin, refine your preferences by checking the difficulty level and language. Use the “Sort By” box at the top of the page to select in what order batches appear. You can change your selections at any time. Click “Search” at the bottom.
- At the far right margin, click “Index” to load the batch. The batch will open with the beginning page reminding you to review the project instructions.
- Look over the batch to see if the project is right for you. If not, click “Batch” at the top bar, then “Return Batch”. It will be returned to the list and you can select a batch from another project.

- You can select up to ten (10) batches at a time. On the “Find Batches” page, click the drop down that says “Batches to Check Out”. Type in how many of the same project you want. Then click on the project of your choice. Your batches are now reserved on your “My Batches” page.
- See the star on the right hand margin above the “Index” box? When you find a project you enjoy, click on the star next to the project name to mark it as a favorite. You can then view and load batches from your “Favorites” (left hand margin under “Search”).

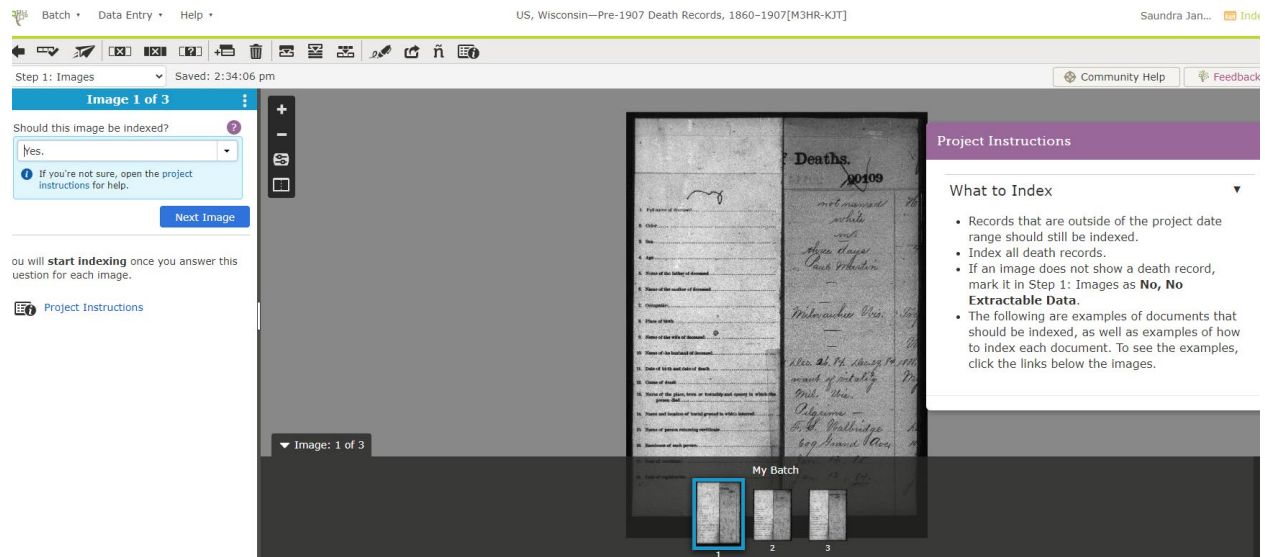
First Step - Reading the Project Instructions

- Before you begin indexing, make sure to read the project instructions! Pay attention to these instructions because they are key to indexing the batch correctly. It will save you time and help you index each item.
- If the project instructions do not appear when the first/new batch is loaded, click on the project instructions icon (last one on the tool bar). Project Instructions are also found at the end of each image.

- See the purple question mark on the right side of each data entry item? Click on it and instructions for each specific data entry item will pop up. The Field Help Window describes exactly what to type in each individual field. You can move the box to help you read the instructions while you enter data. Close the box by clicking the “X”.

Setting Image Type

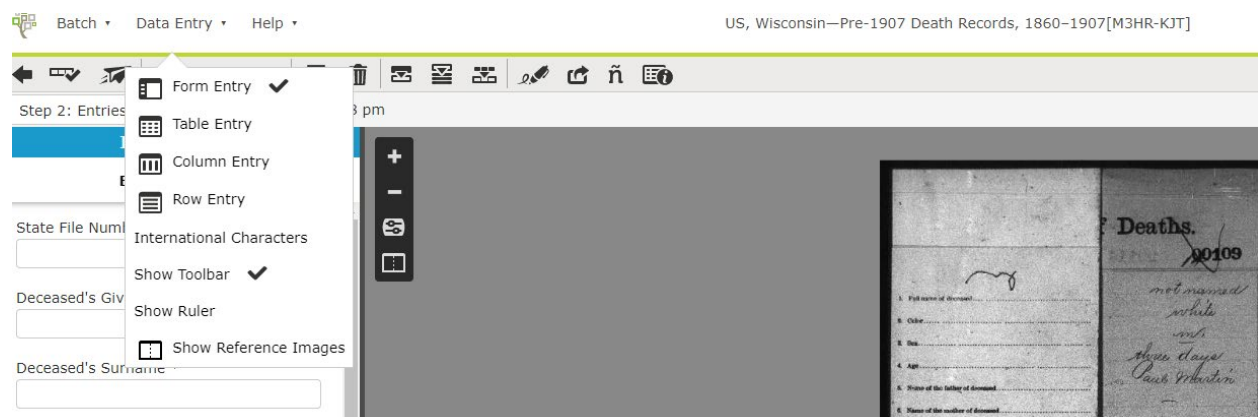
- After you have read the Project Instructions, your next step is to set the Image Type. Once the image type is set you can start indexing the batch.
- If there is more than one image in the batch, a minimized version of each separate image will appear at the bottom of the screen.



- Click the drop-down arrow marked “Yes” for options to mark each image accordingly. Click “Next”. The tab marks the image as selected and moves to the next image. Once all images are marked (“Yes”, “No, Duplicate Image”, or “No, No Extractable Data”), the data entry form will appear for the first image.
- You can change the image type at any time by clicking on Step 1 at the top left and re-describing the image as “Yes” or “No”.

Type What the Fields Ask For

- Clicking “Next” once the last image is identified, brings up Step 2 - the data entry fields. These boxes are where you type in the information. There are 4 formats available to use when typing the information – Form, Table, Column, Row. Which format depends upon the image. Click “Data Entry” at the top and the drop down will give you the choices.



- Click on the first field to start typing the information from the image. Type the information as it appears in the document. Index what you see. Don't assume surnames, ages, genders, etc. if not written on the document. Refer to the Field Help Window to know if abbreviated names or locations are to be typed or if the complete word is to be indexed.
- Done typing information in all entry fields and ready to go to the next image? Click "Next Image" at the bottom of the fields – NOT the "Enter" tab.

Submit & Quality Check

- After indexing the entire batch, click "submit Batch" – or the paper airplane icon on the toolbar.
- A "Quality Check" window pops up and lets you know if there are required fields to still index and show you what those are. Once all required fields are filled in, your batch will submit. Confetti will fall on your screen and the batch goes away.

The ToolBar (at the top of your screen)

- Do you see the toolbar at the top of the screen? If not, click on the "Data Entry" dropdown and click on toolbar and will open on the image.



- The back arrow will take you back to the web indexing home page.
- The ruler with a check is the Quality Check which checks that all required entries are filled out.
- The flying arrow is the Submit button.
- The first "X" marks a field blank. Some of the fields are marked with an asterisk. That means that is a required field and SOMETHING must be typed there. If there is no information to type into a field which has an asterisk, click on the first "X" (or CTRL B). If the field does NOT have an asterisk, and there is no information to type in, type nothing and move to the next field by pressing "tab".
- The second "X" will mark the entire record blank if there is nothing at all on the record.
- The Question mark will mark the field unreadable if you cannot read the information.
- The Paper with + lets you add one or more records/entry lines. You select how many and in one of three locations.
- The Trash Can deletes the number of records you select.
- The first copy icon copies text from the same field on the previous entry into the selected entry.
- The second copy icon copies text from the selected field into all following fields.
- The third copy icon copies text from the previous entry into selected entries.
- The pen brings up handwriting samples.
- The rectangle with the right facing arrow lets you share a batch. This allows the indexer and a helper to see the same batch at the same time.
- The "N" lets you see international characters.
- The last icon with the "I" in a circle opens up the project instructions.

What IF??



- **What if the record is too small** and you can't read it? To enlarge the image, click on the plus sign located inside your image box to zoom in and out as you like.
- **What if the image is not right side up?** Click on the fine tune icon – third one down – to rotate the image. This icon also lets you adjust brightness and contrast of the image OR invert the image so it looks like a negative.
- **What if the first page of the record is a continuation of a previous batch?** To find the needed information, click on the last icon (Reference Pages) This shows previous and future images in the batch. Click on the arrow to find the image needed.

Indexing Guidelines

- **Index only What You See:** Make NO assumptions about surnames, ages, gender, etc., if they are not written on the document. Only type what you see as it is written.
- **For Spelling Places:** Read the Field Help Box. Sometimes, the project wants you to correct the spelling or un-abbreviate a place, and sometimes it wants you to type only what you see. Googling possible place names can help with difficult handwriting. Sometimes, www.Hometownlocator.com is helpful for United States locations.
- **Index Titles.** When there is a title, (Mr., Mrs., , Captain, Jr.,) index in a title entry field if present.
- **For Unreadable Writing:** Type ? to replace one letter (Nan?y) and type * to replace more than one letter (Sch*er). Use CTRL U for an entry completely unreadable.
- **Crossed Out Data:** If it can still be read, index it. If it cannot be read, press CTRL+U to mark the field unreadable. If it has been crossed out and replaced with another word/name, index the replacement.
- **Using "OR":** Type OR if you can't tell which it is (David OR Daniel); Type OR for recorded alias names (George OR Gino).
- **Punctuation:** You can type punctuation you see on the name or place, but it is not necessary.
- **Lower and Upper case letters:** Type information as written. Do not use all capital letters. The indexing program automatically capitalizes the first letter of each word in most fields.
- **Questions:**
 - While in the Web Indexing Program, click on the "Help Resources" link at the top of the screen. There are lots of articles and tips available which may answer your question/s.
 - Contact your Ward and Temple Family History Consultant. He/she can see your screen with you and answer specific questions about the batch you are indexing.
 - Call (toll-free) 1-866-406-1830 – FamilySearch support - and follow the menu prompts to contact the department which can best help you.